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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 20 August 1953

FROM : Chief, Coordination and Requirements Staff

SUBJECT: Weekly Report Covering the Period 13 August to 19 August 1953

## 1. General

a. Materiel Reference Data Manual (completed) Preparation of additional data for inclusion in the manual continues. However, inasmuch as this is a continuing project, further reports of completed items will not be made weekly, but at appropriate intervals to indicate progress and status of the project. ✓

b. Master IBM Supply and Requirements Deck (continued) Processing and elimination of duplications within the catalog deck continues. A preliminary proofread of the master supply and requirements deck against the catalog deck discloses approximately 3,000 questionable items which must be cleared prior to submission of a reproduced master deck to the Far East Headquarters overseas.

c. Requirements for Guerrilla Warfare Support According to T/O & E's Recommended by the Paramilitary Operations Staff (continued) A tabulation of the T/O & E data now on IBM cards has been delayed by reason of personnel on leave.

d. Surplus Stocks (continued) The PM Staff has been consulted informally regarding strength figures and a possible revised T/O & E which could be used, under a proposed plan, for the computation of materiel requirements and a determination of possible surplus stocks at [REDACTED]. The matter of strength figures and possible revisions to the T/O & E is still under consideration by the PM Staff.

e. Revision of Form No. 431 (completed) The instructions and forms for forecasting materiel requirements on Forms Nos. 36-254 and 36-255 (which supersede Form No. 431) have been finalized. Copies have been submitted to the DD/P-Admin. for appropriate implementation to the area divisions and TSS. Copies have also been submitted to the Medical, Training and Communications Offices and [REDACTED] Division. The instructions provide for the submission of requirements covering a two-year period (1 Jan. 1954 through 31 Dec. 1955), which are due in the Logistics Office by 15 October 1953. A7b

f. Agency Capabilities in Major Operational Areas (completed) The tabulation reflecting quantities of ten major categories of materiel under Agency control in four major operational areas has been placed in file for use as reference materiel.

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g. Air Operations Course (completed) A report regarding the Air Operations Course, and the logistical problems encountered by [REDACTED] during his attendance at the course, has been completed and will be forwarded through channels within the next several days.

h. FY 1952 Contingency Fund Procurement (new) Col. Akin, G-4, Department of the Army, submitted a report regarding the quantities of materiel established by the Ordnance Corps as available for issue under Letter Order No. 52-43904E (Annex No. 2). The report revises the list of items and costs previously reported as obligated. The revision was occasioned by a misunderstanding within the Ordnance Corps, whereby materiel previously reported as unavailable was back-ordered and is now available to this Agency. The revised list reflects costs which are \$909,614.00 in excess of the funds actually obligated by the Ordnance Corps for the materiel reflected in Annex No. 2. A study has been initiated to determine which items of materiel can be adjusted in order to stay within the obligated fund figure. An examination of the revised list disclosed discrepancies between the value of detail line items and the total value reported by the Ordnance Corps. A conference was held on 18 August 1953 with Col. Akin, representatives of the Ordnance Corps and the Logistics Office, to check the discrepancies in the revised report. An error in the preparation of the report was disclosed. Similar materiel was procured under Letter Order No. 52-43904W (Annex No. 1), and no report has been received from the Ordnance Corps regarding actual quantities of materiel available and obligated for Annex No. 1. Inquiry regarding the status of a report on Annex No. 1 resulted in information that such report was in process. The study to determine possible adjustments on Annex No. 2 continues pending receipt of information regarding Annex No. 1. The latter should be considered in a complete study and determination of adjustments based on the latest requirements data, including contemplated man-strength and T/O & E's.

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j. Manpower Study of Administrative Functions (continued)  
No change.

2. Projects and Studies in Process

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a. Supply Base, [REDACTED] (continued) The draft T/O & E for the proposed [REDACTED] was coordinated with the Office of Communications, and in addition, an estimate was obtained of their storage requirements at this location.

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c. Study Relative to T/O & E's (completed) A study outlining the need and importance of T/O & E's as an aid in logistical planning has been completed and submitted to the Chief of Logistics. ✓

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e. R & D Special Devices for [REDACTED] (continued)  
The Senior Representative, [REDACTED], replied to Headquarters cable asking for additional information as to purpose and authority for shipment of items to the Mission. A cable was dispatched, advising the DCI's interest in the matter, and requesting the required information again. The Senior Representative replied, requesting information as to plans, and recommended rear area storage for the materiel. The Mission was advised of the purpose for which the materiel was intended and left the question of storage point to the discretion of the Senior Representative. Action on shipment is being withheld pending a reply to this cable.

3. Other Items of Interest (All items are of a non-recurring nature)

a. Draft Regulations

The draft regulation regarding preparation of Logistical Annexes is being revised in accordance with instructions received from the Chief of Logistics. ↗

b. NEA

(1) Coordinated action with NEA, Air-Maritime and Military Personnel Divisions to process [REDACTED] for the position of Supply Officer [REDACTED] 25X1A6a

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(2) Action is being taken to process items required for [REDACTED] training program, as relating to packaging and caching on a crash basis to meet the field deadline.

c. SE

(1) Necessary action has been taken with the Chief, PM/LOG, to determine the availability of quantities of captured enemy materiel now being held in the Far East Area, to round out stocks of Russian materiel required by projects in the Southeast European Area.

(2) A meeting was held with the Supply Division packaging expert and the case officer, SE Division, to determine the best method available at the present for caching arms and ammunition.

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